

N-FOCUS Major Release

MARCH 2005 RELEASE NOTES

A major release of the N-FOCUS system is being implemented on March 14, 2005. This document provides information that explains new functionality, enhancements and problem resolutions made effective with this release. These release notes are subdivided into four sections:

- ◆ Mainframe and General Interest, for review by all N-FOCUS users
- ◆ Protection & Safety, for all N-FOCUS users working with Child Welfare programs
Note: CWIS Topics heading was changed to Protection & Safety as new Adult Protective Services functionality will be added to N-FOCUS scheduled for July 2005
- ◆ Expert System

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MAINFRAME AND GENERAL INTEREST

HOMELAND SECURITY VERIFICATION INFORMATION (SAVE) SYSTEM (TIP)

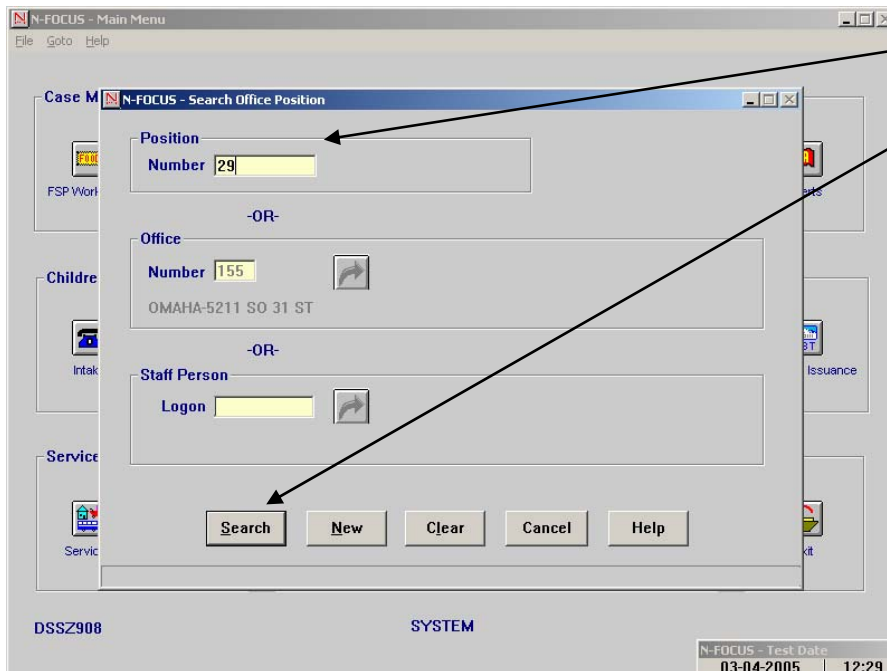
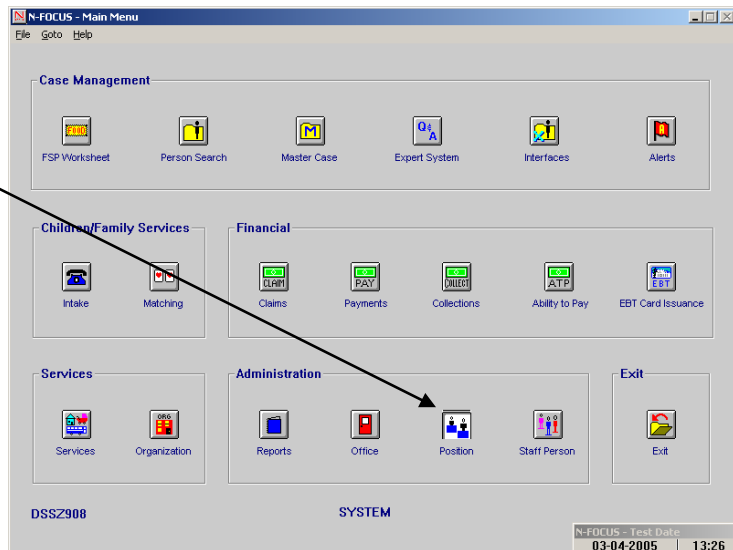
If you get locked up, forget your password or have other problems with SAVE, please contact N-FOCUS Production Support at 1-888-281-6629 or 402-471-9698 (Lincoln).

TRACKING YOUR PENDING FSP ASSIGNMENTS (TIP)

Food Stamp policy requires that action be taken on non-expedited Food Stamp applications within 30 days. The following steps will assist you in creating a list of pending Food Stamp cases.

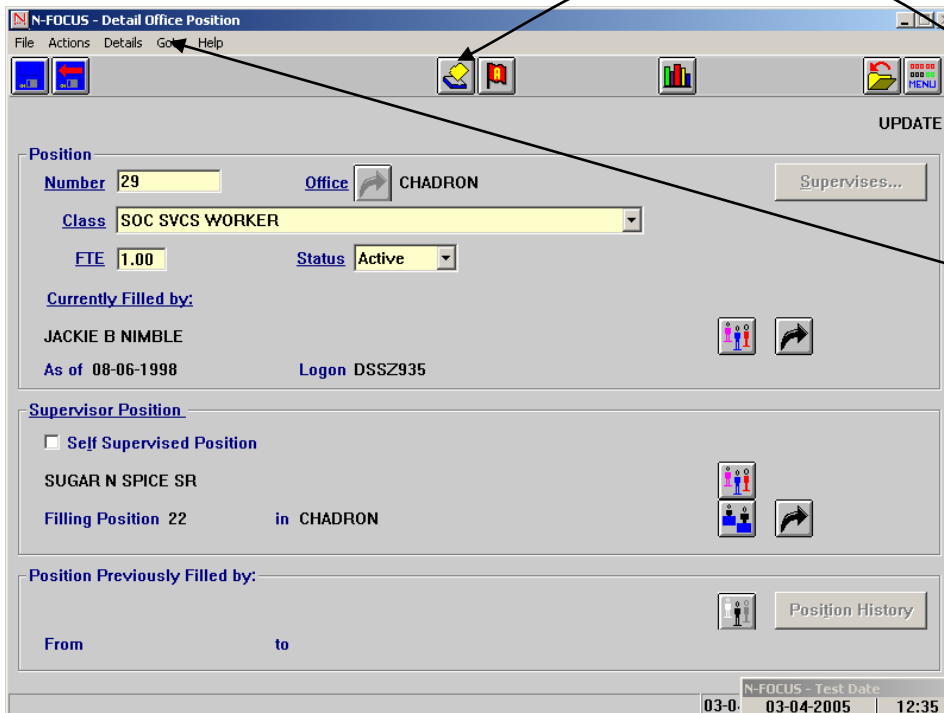
1. Click on the N-FOCUS Main Menu Position icon to locate your list of program case assignments.

Result: The Search Office Position window displays.



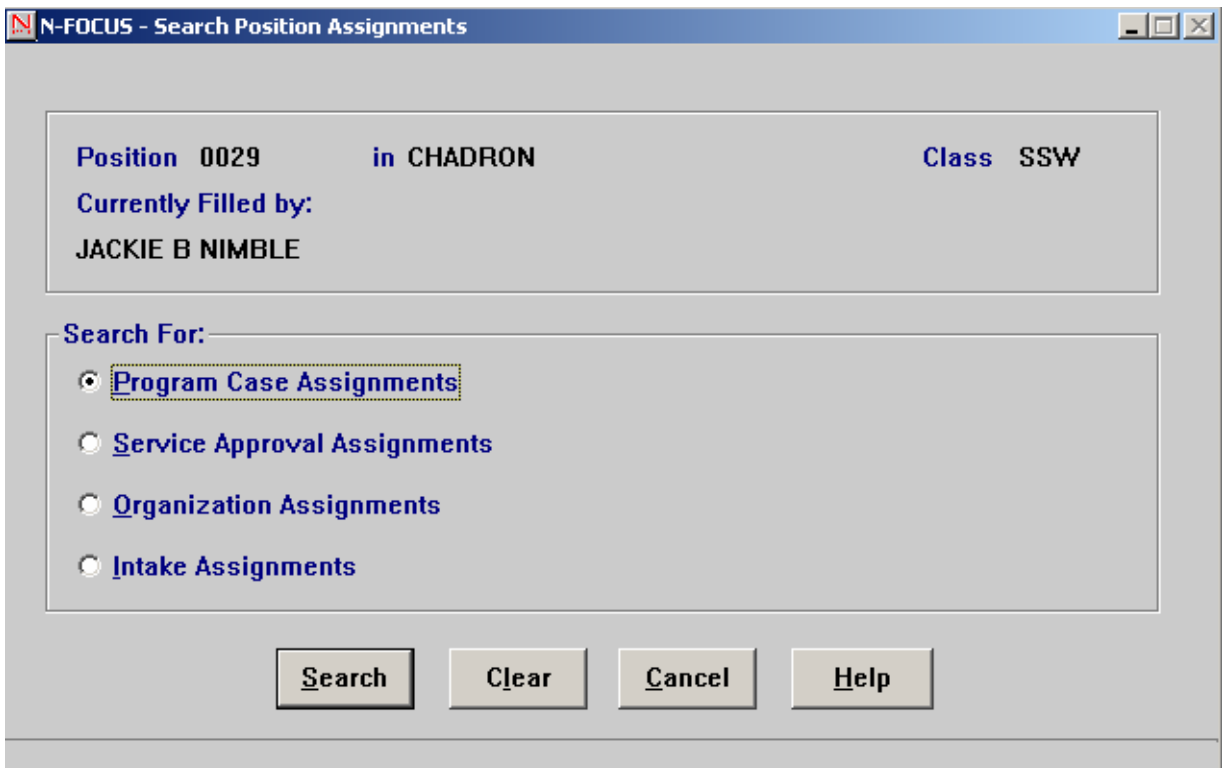
2. Enter your position number and click on the Search button.

Result: The Detail Office Position window displays.



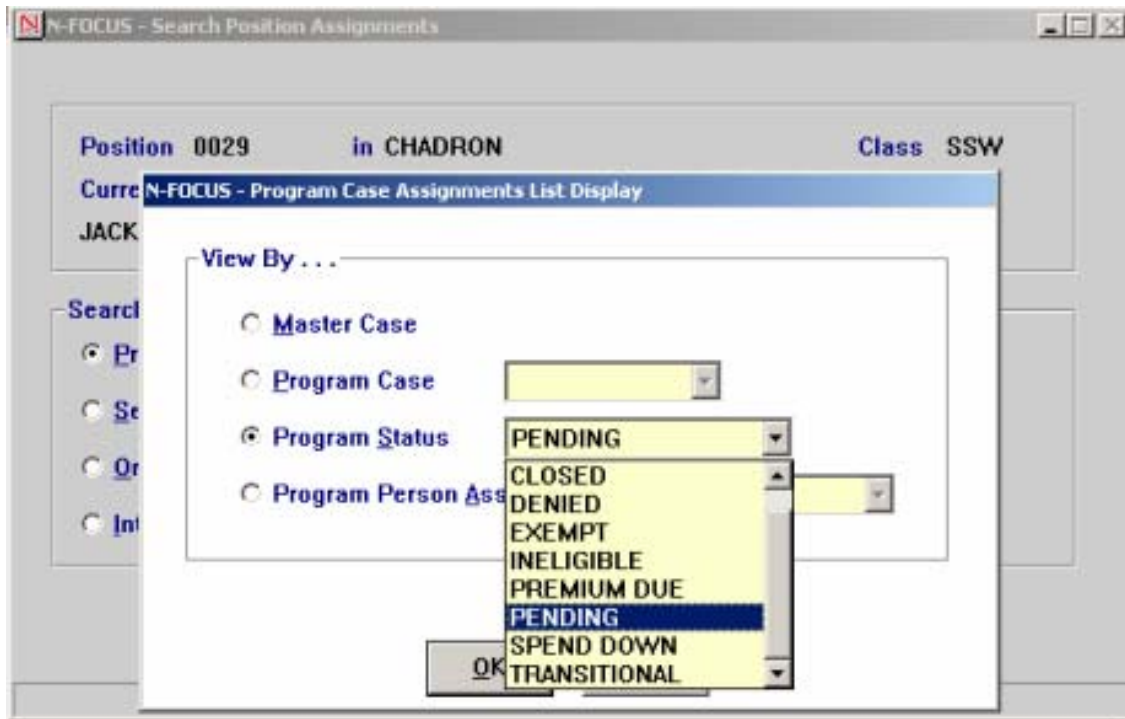
3. Click on the Assignments icon or select Assignments from the GoTo menu bar.

Result: The Search Position Assignments window displays.



4. Keep the Search For radio button selected to the Program Case Assignments default position and click on the Search button.

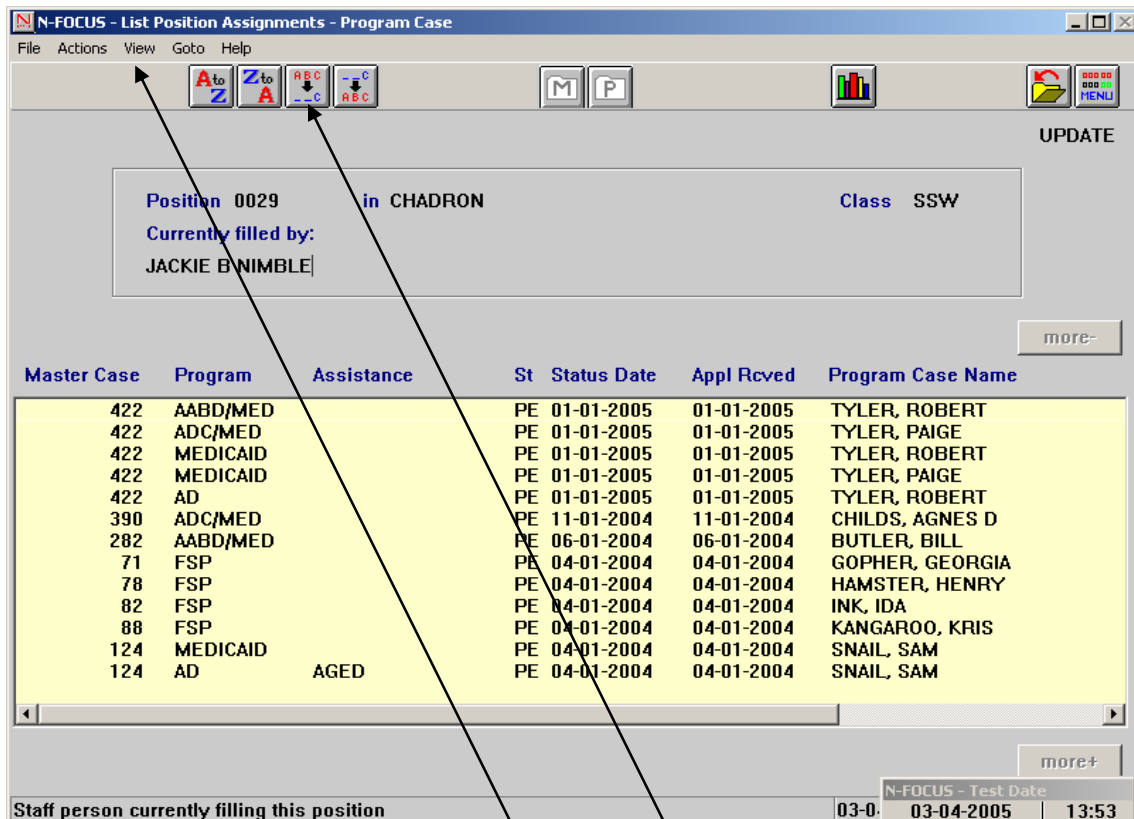
Result: The Program Case Assignments List Display window appears.



5. Click on Program Status radio button and select Pending.

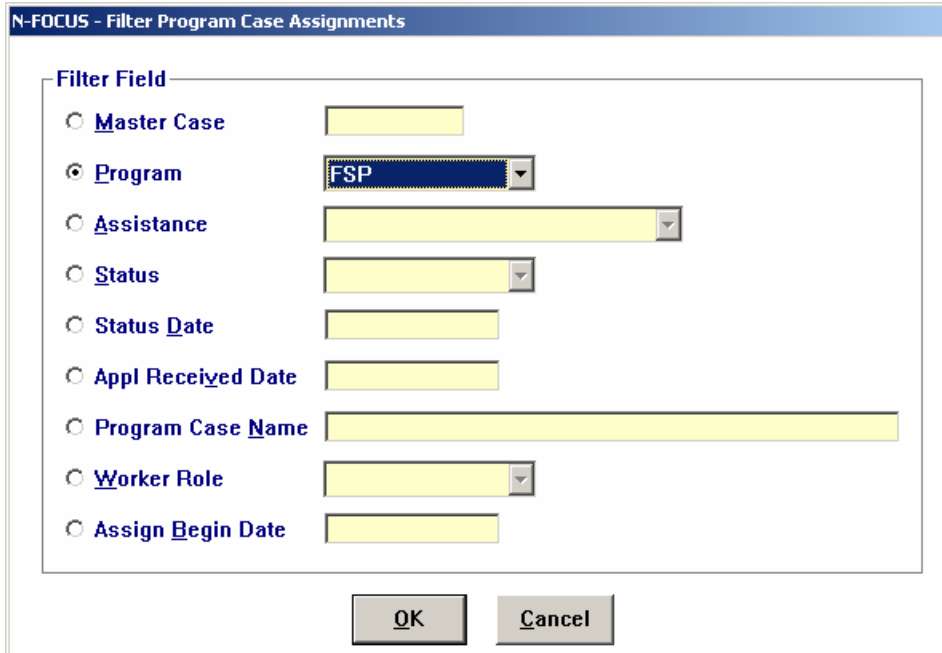
6. Click on the OK button.

Result: The List Position Assignments Program Case window displays with only pending cases appearing.



7. Filter your list by program, by clicking on the Filter icon on the tool bar at the top of the page, or by selecting Filter in the View menu.

Result: The Filter Program Case Assignments window displays.



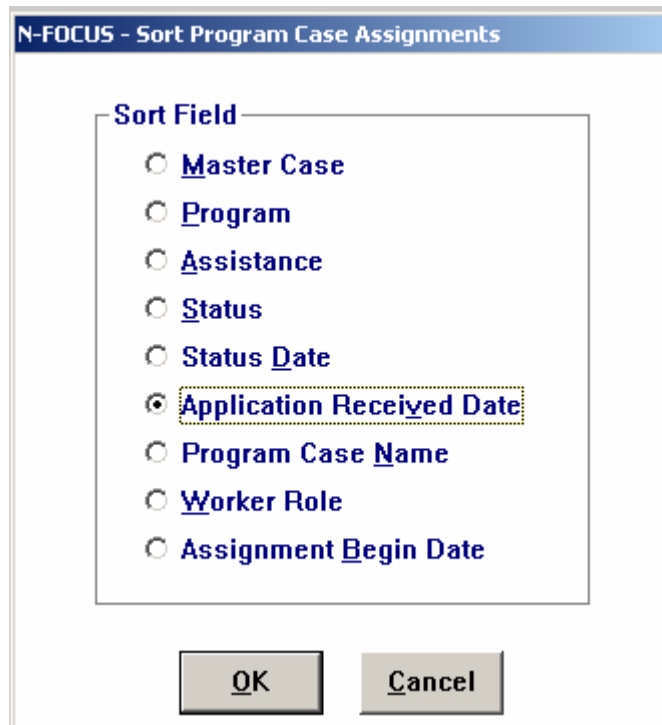
The screenshot shows the 'N-FOCUS - Filter Program Case Assignments' window. It contains a 'Filter Field' section with several radio buttons and input fields. The 'Program' radio button is selected, and its corresponding dropdown menu shows 'FSP'. Other options include Master Case, Assistance, Status, Status Date, Appl Received Date, Program Case Name, Worker Role, and Assign Begin Date. At the bottom are 'OK' and 'Cancel' buttons.

8. Click on the Program radio button.

9. Select FSP (for this example).

10. Click on the OK button.

Note: You can further customize your list. For example, if you want to see your list by application received date, using the Sort icon.



The screenshot shows the 'N-FOCUS - Sort Program Case Assignments' window. It contains a 'Sort Field' section with several radio buttons. The 'Application Received Date' radio button is selected and highlighted with a dashed border. Other options include Master Case, Program, Assistance, Status, Status Date, Program Case Name, Worker Role, and Assignment Begin Date. At the bottom are 'OK' and 'Cancel' buttons.

ALERTS

CHARTS ALERT (TIP)

A CHARTS Referral Alert is created from case circumstances within N-FOCUS. There is no connection to whether or not there is an open child support case in CHARTS. This alert looks for any case that requires a referral that was approved in the previous week. If there is at least one parent absent from the home and no CHARTS Referral has been created, an alert is created.

To complete a CHARTS Referral, complete the names, the roles (CP, NCP or Dependent) and the relationships between the people on the referral. If the non-custodial party is unknown, check the Unknown NCP box. DO NOT add a new person to N-FOCUS if the person is unknown. If the optional absent parent questionnaire is sent, say "yes" on the referral to indicate supplemental documentation is being sent. If the questionnaire is not being sent, say "no" on the referral to indicate that no supplemental documentation is being sent. The worker may check C1 Job 21 to see whether CSE has the appropriate cases opened with the correct dependents, CP and NCP. If a CHARTS Referral is sent and all of the people and their roles in the referral match an open CSE case on CHARTS, the referral will be merged into the existing CSE case.

Complete a new referral whenever a program case closes and reopens. This is a check for CHARTS to verify that the correct people are in the correct roles. The child support worker needs to know all of the dependents in the case. If a child is born or returns to the household, complete another referral to add that dependent to the CSE case. If the children go to live with a relative, complete another referral to establish a new custodial party in the case and another non-custodial party. If the children go into foster care, the IM-FC worker will need to do another referral to show HHSS as the custodial party. This provides child support with the contact information for the children. CSE also needs to know when the parent who was the custodial party leaves the home, because that parent then becomes a non-custodial party and can be ordered to pay child support.

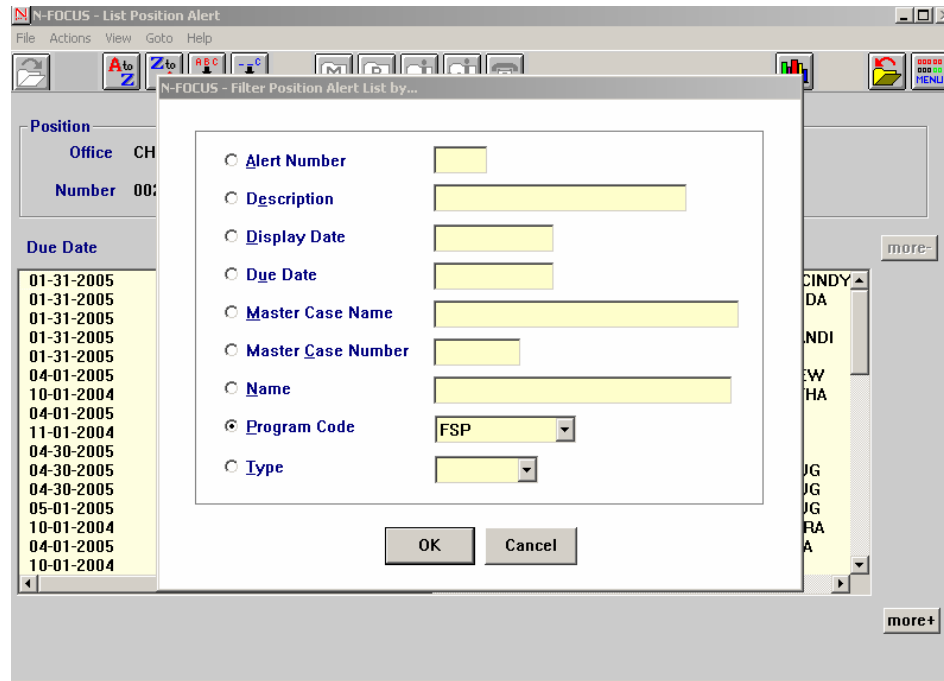
SEARCH ALERTS FOR REVIEW/RECERT LISTING (TIP)

The following steps will assist you in printing a list of upcoming FS recertifications as well as ADC, MED, and AABD reviews.

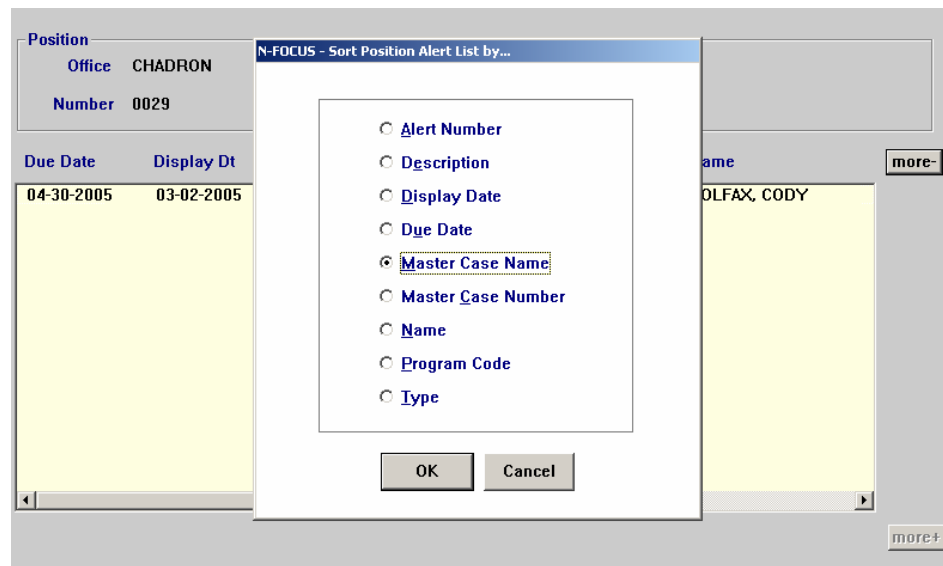
1. From the Search Position Alert window, enter the current date in the As of Date field.
2. In the Type box, click on the Revw/Recrt radio button.
3. Click on the Search button.

Result: The list of due reviews and recertifications will display.

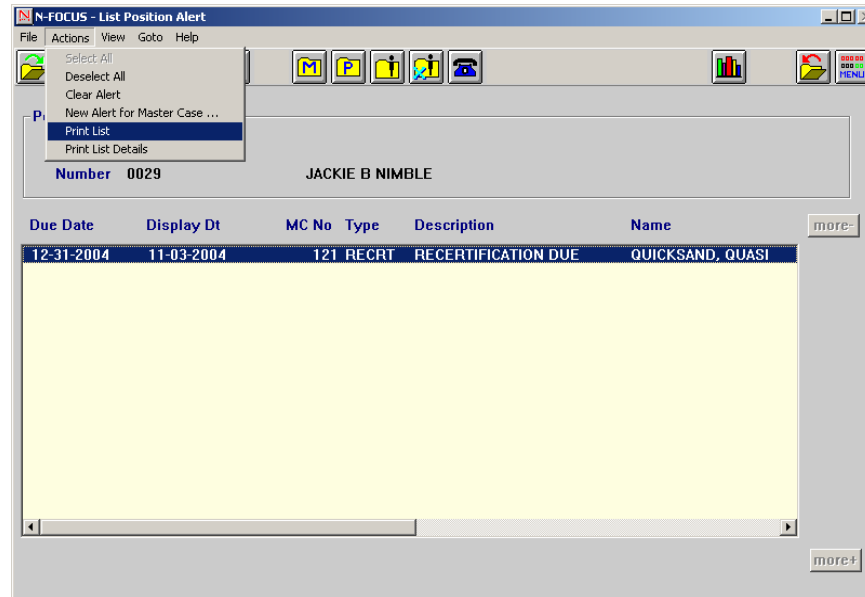
4. The list can be filtered by program case using either the "View" drop-down menu or filter icons at the top of the page.



6. The list can be further sorted by master case name, master case number, due date, etc., using the "View" drop-down menu or icons at the top of the page.



7. Click on Actions in the menu bar, then click on Print List in the drop-down menu to print your customized list.



DUPLICATE SSN-SVES ALERT (TIP)

This alert instructs the worker that the submitted SSN did not match the SSN that SVES has for this person. The SSN that SVES has for this person displays in the alert text. SVES could not update the client's SSN with the new (correct) number because it already exists on N-FOCUS for another person.

Take the following steps to correct the SSN:

1. Using person search by SSN, enter the SSN displayed in your alert to find the person N-FOCUS has listed under the SSN.
2. If this is the same person as your client, determine which person should be discontinued from N-FOCUS. If you are unfamiliar with this process, contact N-FOCUS Production Support.
3. If this is not the same person and the person is active, pending or spenddown in a program case, contact the worker assigned to that person's case to change the SSN.
4. When the SSN for the other person has been changed, update the new SSN for your client. The worker for the other person should have also received SVES Alert 132 advising that their person had the wrong SSN.

NOTE: When adding a new person to N-FOCUS and the person and SSN already exist on N-FOCUS, a notification window appears and asks, "Do you want to continue?" **DO NOT** cancel out and add a new person with a slightly different number. Select Yes; you will then be able to select the person that already exists on N-FOCUS.

ARP DEMOGRAPHICS

DISCONTINUE A PERSON (CHANGE)

A person may be discontinued for the following reasons:

1. The person is a duplicate of another person on N-FOCUS. This is usually due to selecting the "Add New Person" instead of "Use Existing Person" pushbutton on the Resolution window.
2. The child has been adopted and is going into a subsidized adoption program. The child's new name, address and other identifying information must be protected. This

will occur on all adoption cases beginning with the March 14, 2005, N-FOCUS release. Any adoptions prior to that date will be reviewed on a case-by-case basis to determine the need for any discontinued action.

3. The child is going into a subsidized guardianship case, and due to certain circumstances, the child's name, address and other identifying information must be protected. This will not occur on all guardianship cases. Contact N-FOCUS Production Support if you have questions about whether to discontinue a person due to a guardianship.
4. A person is a victim of domestic violence and information concerning name, address or other identifying information needs to be protected. This will not occur on all domestic violence cases. Contact N-FOCUS Production Support if you have questions about whether to discontinue a person due to Domestic Violence.

Security profiles are created to ensure that only designated personnel have access to protected information. Creating a new person will provide confidentiality as well as prevent the accidental release of information.

In these situations, the option of creating a new person on N-FOCUS for the person's protection and cross-referencing this new person to an existing N-FOCUS person will meet tracking and reporting requirements.

When a person is discontinued, the ARP number of both the discontinued person and the currently "active" person are stored on the Discontinued Person Details window. This window is always viewable for persons discontinued for the "duplicate person" reason, but is only available to workers with proper security clearance if the discontinued reason is sub-adoption, family violence or guardianship. Once a person is discontinued, the Person Detail window will show "inquiry" and no updates are allowed on that window.

TO DISCONTINUE A DUPLICATE PERSON

1. Close the person to be discontinued from all program cases and change the household status to out. If this is a one-person master case, please contact N-FOCUS Production Support for assistance.
2. From the Person Detail window for the person to be discontinued, click on the Actions drop-down menu and select Discontinue Duplicate Person.
3. Select the reason of Duplicate Person and enter the Person Number of the existing person who will remain active on N-FOCUS. The Person Number is located at the bottom of the Person Detail window.
4. Click on OK. A confirmation window will appear showing both the person being discontinued and the other person who will be cross-referenced to this person. Click on Yes to continue.
5. When you return to the Person Detail window, "DISCONTINUED" will appear at the bottom of the window with a new pushbutton, "Person Additional Detail." Click on the Person Additional Detail button to view information about the discontinued person and the person number of the cross-referenced person.

DISCONTINUING A PERSON DUE TO GUARDIANSHIP OR DOMESTIC VIOLENCE

It is not necessary to discontinue every person in a guardianship or domestic violence case. It is suggested that you contact N-FOCUS Production Support before discontinuing a person with a reason of Guardianship or Domestic Violence.

NOTE: If a person was incorrectly discontinued or cross-referenced to an incorrect person, contact N-FOCUS Production Support.

CORRESPONDENCE

FOOD STAMP NOTICE OF CERTIFICATION PERIOD ENDING (FIX)

The FSP "notice of certification period ending" will no longer be sent if the case is in pending status.

NOTICE TEMPLATE (TIP)

When creating a notice template, the error message "System failed to create the notice. Please create a new notice" occurs when the user clicks on a name in the Sent To List in the Notice Template, but does not let up on the mouse button until the pointer is off the List Box. To prevent this from happening, be sure to release the mouse button before you leave the Sent to List Box.

PRINTING (TIP)

The error message "Unable to connect to server www.nfocus.ims.state.ne.us. Please contact N-FOCUS Production Support" may appear when you are unable to print correspondence. To fix this problem:

1. Open Internet Explorer
2. On the menu bar, click on File. A drop-down menu appears.
3. Click on Work Offline to remove the check mark.
4. Retry printing the document.

SPANISH LANGUAGE QRF (NEW)

The Quarterly Report Form (QRF) is now available in Spanish. To indicate that a Spanish QRF form should be sent, the primary written language for the person receiving the QRF form must be set to Spanish. To set the primary language to Spanish:

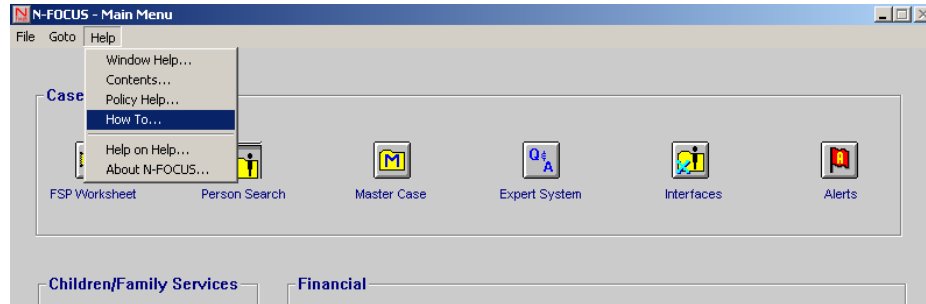
1. From the Person Detail window, click on the Demographics button.
2. From the Person Demographic data window, change the Primary Written Language field to Spanish.
3. Save and Close from the Person Detail Window.

HELP

"How Do I" (TIP)

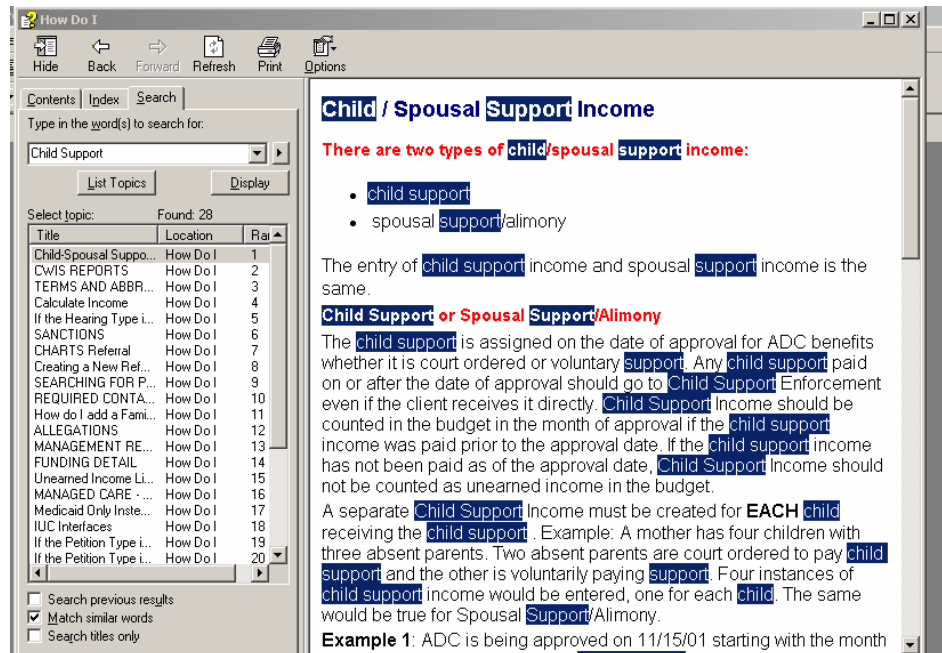
The "How Do I" section of Help contains valuable N-FOCUS information on a variety of topics. To access this information:

On any N-FOCUS window, click on Help in the menu bar. Click on "How to ..." from the Help drop-down menu.



There are several ways to find the information contained in "How Do I":

- The **Search tab** (pictured at right) allows a keyword search. Enter a search term, then click on the List Topics button or press enter. A list of all possible matches will appear. Highlight the topic you wish to view and click on Display or double-click the topic to bring up the information.



- Click on the **Contents tab** to view the category areas. Expand the category areas to see the specific information for each category. Double-click on the topic to bring up the information.
- Click on the **Index tab** to list every item of information available in "How Do I." Highlight the topic you wish to view and click on Display or double-click the topic to bring up the information.

INTERFACES

COMMUNITY SPOUSE (TIP)

There is an issue in getting interface information when a community spouse is added to a MED case. N-FOCUS is receiving interface information on the community spouse in only some of the cases. When you are working on the SIMP budget and you have not

received interface information for the community spouse who has been on N-FOCUS for at least 48 hours, you will need to do your own SVES request on the community spouse.

ORGANIZATIONS

LOADING ORGANIZATIONS (TIP)

Instructions for loading organizations on N-FOCUS can be found on the HHSS Bulletin Board under the category "N-FOCUS Information." These instructions were posted to the bulletin board on 10-1-2001, so you'll need to scroll down the page to find them. You can also find information on organizations in the "How do I" section of Help.

PROVIDER TAX EXEMPTIONS (TIP)

If a provider calls to request a copy of the tax exempt certificate or information regarding HHSS Nebraska sales tax exemption, direct the caller to Financial Operations staff: Pam Roesler at 402-471-1080 or Jane Quiring at 402-471-9031.

SEARCH ORGANIZATION MORE+ (FIX)

When searching for an organization using broad search criteria, there was a problem using the More+ option to scroll to the next page on the list of possible organizations. Workers experienced a blank organization list after selecting the More+ option 10 times. The capacity for the More+ option has been increased and a window will now appear if there are more than 900 organizations that match the search criteria. The window will advise the worker that more organizations exist than can be displayed. The worker is instructed to modify the search criteria to be more specific.

PERSON DETAIL

FAMILY CAP INDICATOR (TIP)

When the family cap indicator is changed from yes to no or vice versa, the date of the change and the indicator will now be stored. This is being done to more accurately report the number of family cap children.

PARTICIPANT DECEASED (TIP)

When a client dies, close the person out of the program case, or close the person's program case, only for the come-up month. Also, remember to enter a deceased date in Person Detail. Job 31 (MMIS) will read the deceased date and will shut down the medical effective on the deceased date, regardless of when you take action.

Example: Today is 03-14-2005. The client is on Medical Assistance and the worker receives word that the client passed away on 02-20-05. Worker closes the medical program effective 04-01-2005 and also enters the deceased date of 02-20-2005 in the Person Detail Window. That night, a trigger will be passed to MMIS to close this person's medical with an end date of 02-20-2005 for a reason code of 300, due to death.

Note: MMIS will not accurately close down if the deceased date is not entered into N-FOCUS.

PROTECTION & SAFETY

ADOPTED CHILDREN

TO PROTECT AN ADOPTED CHILD'S IDENTIFYING INFORMATION (NEW)

In the Mainframe and General Interest Topic Area this topic is discussed as it applies to N-FOCUS in general. It is included here to emphasize the importance of the N-FOCUS user who works with the Child Welfare programs as it pertains to adoption and guardianship situations.

Recapping the reasons in which N-FOCUS allows a person to be discontinued from the Mainframe topic area:

1. The person is a duplicate of another person on N-FOCUS.
2. A person is a victim of domestic violence and the name, address or other identifying information needs to be protected.
3. A child who existed on NFOCUS has been adopted and will be entered into NFOCUS in a subsidized adoption program. The child's new name, address and other identifying information must be protected from the biological parents.
Note: This occur with the March 14, 2005, N-FOCUS release. Any adoptions made prior to that date are to be reviewed on a case-by-case basis to determine the need for any discontinued action.
4. A child is going into a subsidized guardianship case, and due to certain circumstances, the child's name, address and other identifying information must be protected. This will not occur on all guardianship cases. Contact N-FOCUS Production Support if you have questions about whether to discontinue a person due to a guardianship.

In these situations, the option of creating a new person on N-FOCUS for the person's protection and cross-referencing this new person to an existing N-FOCUS person will meet tracking and reporting requirements.

When a person is discontinued, the N-FOCUS Person Numbers of both the discontinued person and the currently "active" person are stored on the Discontinued Person Details window. This window is always viewable for persons discontinued for the "duplicate person" reason, but is only available to workers with proper security clearance if the discontinued reason is subsidized adoption, guardianship, or family violence. Once a person is discontinued, the Person Detail window will show "inquiry" and no updates will be allowed on that window.

TO DISCONTINUE AN ADOPTED CHILD

Protection and Safety Workers and a few other designated staff will have the security to discontinue an adopted child by following the steps outlined below.

IMPORTANT NOTE: If the child has a new name and/or SSN due to the adoption, DO NOT update the child's information. A new person will be added to N-FOCUS with the updated information

I. Close Child from Existing CFS case

1. Close the placement for the child with the reason of "Adoption Finalized."
2. Change the legal status from ward to non-ward status.

3. Click on the Adoption pushbutton from the Legal Status window and update with the Adoption Finalized date.
4. Close the CFS case unless there are other children in the case who will remain active. If other children are to remain active in the case, close only the adopted child out of the case. Use the reason of Adoption Finalized.
5. Change the child's household status to Out.

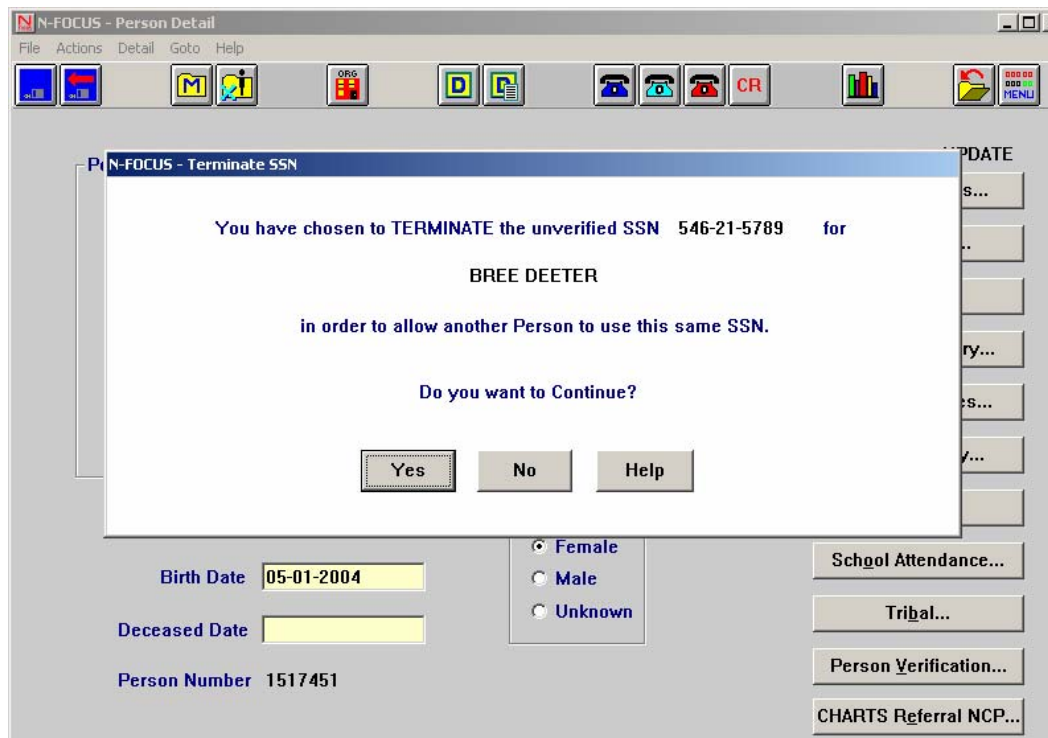
II. Add New Sub-Adopt (SA/MED, SA or MED/SA) Case with New Data for Child

Note¹: The foster care SSW should possess the adoption decree and agreement.

Note²: Acquire an N-FOCUS Interim SSN for the adopted child if a new SSN has not yet been received.

1. Locate the Master Case that contains the CFS case for the child.
2. Locate the child's Person Detail window.
3. Click on the Actions drop-down menu and select the Terminate SSN option.

Result: The Terminate SSN confirmation window will display.



4. Click Yes to terminate the SSN.
Note: If Terminate SSN is not enabled, contact Production Support to have them terminate the SSN.
5. From the N-FOCUS Main Menu, click on the Master Case icon.
Result: The Search for Master Case window displays. *(Not pictured)*
6. Click on the New button to create a new case.
Result: The Add Person window displays. *(Not pictured)*
7. Add the adoptive first, middle and last name, the sex, the **newly acquired SSN (or N-FOCUS Interim SSN)**, Birth Date, etc.
Note: Do **NOT** enter the SSN that existed for the child in the Discontinued CFS case.

8. Click on the OK button.
Note: You will be prompted to add the address and telephone number.
9. Select the appropriate subsidized adoption program case for this child and add the Program Information according to the actual date of the begin date for the Subsidized Adoption case.
Result: A Confirmation box displays: "Do you want to ADD another person?"
10. Click on Yes and continue adding the Adoptive parent(s) to the Master Case.
Note: DO NOT ADD THE ADOPTIVE PARENTS TO THE PROGRAM CASE.
11. Navigate to the adopted child's Person Detail window.
12. Locate and write down the N-FOCUS Person Number for the child.
13. Return to the Main Menu or to the Search for Master Case window.

III. Discontinue Duplicate Person

1. Navigate to the Master Case that includes the **pre-existing CFS program case** for the child.
2. Navigate to the Person Detail window reflecting the original N-FOCUS information for the child now adopted.
3. From the Actions drop-down menu, select "Discontinue Duplicate Person".
Result: The Discontinue Duplicate Person window displays.

The screenshot shows the 'N-FOCUS - Person Detail' window. A modal dialog box titled 'N-FOCUS - Discontinue Duplicate Person' is open. The dialog contains the following text: 'Enter the Reason and Number of the Person for whom', followed by 'BREE DEETER is a Duplicate,'. Below this, there is a 'Reason' field with a dropdown menu showing 'ADOPTION', and a 'Person Number' field with the value '50987324'. At the bottom of the dialog are 'OK', 'Clear', and 'Cancel' buttons. In the background, the 'Person Detail' window is visible, showing fields for 'Person Name' (First, Middle, Last, Ext), 'Birth Date', 'Deceased Date', and 'Person Number' (1517451). On the right side of the background window, there is a vertical list of buttons: 'UPDATE', 'Demographics...', 'Telephone...', 'Address...', 'Address History...', 'Program Cases...', 'Time History...', 'Lock-In...', 'School Attendance...', 'Tribal...', 'Person Verification...', and 'CHARTS Referral NCP...'.

4. Select Adoption from the Reason field drop-down and key in the Person Number (the number on the Person Detail window for the child that was added to the subsidized adoption case).
5. Click on the OK button.
Result: A Confirm Discontinue Duplicate Person window displays showing both the person being discontinued (child in the CFS case) and the other person (child in the subsidized adoption case).

6. Click on Yes to continue.

N-FOCUS - Person Detail

File Actions Detail Goto Help

N-FOCUS - Confirm Discontinue Duplicate Person

You have chosen to discontinue

BREE DEETER

| Discontinued Person Data | | | | | | | |
|--------------------------|-----|------------|----|-----------|-----|------------|-----|
| ID | SSN | First Name | MI | Last Name | Ext | Birthdate | Sex |
| 1517451 | - - | BREE | | DEETER | | 05-01-2004 | F |

| Correct Person Data | | | | | | | |
|---------------------|-------------|------------|----|-------------|-----|------------|-----|
| ID | SSN | First Name | MI | Last Name | Ext | Birthdate | Sex |
| 50987324 | 123-54-9889 | JENNIFER | A | BRIARHEARST | | 05-01-2004 | F |

Do you want to Continue?

Yes No

Result: At the bottom of the Person Detail window, DISCONTINUED will appear with the Person Additional Detail pushbutton.

N-FOCUS - Person Detail

File Actions Detail Goto Help

Person Name

First BREE

Middle

Last DEETER

Ext [NONE]

SSN

Birth Date 05-01-2004

Deceased Date

Person Number 1517451

Discontinued

Sex

☒ Female

☐ Male

☐ Unknown

INQUIRY

Demographics...

Telephone...

Address...

Address History...

Program Cases...

Name History...

Lock-In...

School Attendance...

Tribal...

Person Verification...

CHARTS Referral NCP...

Person Additional Detail

N-FOCUS - Test Date 03-07-2005 16:44

7. Click on Person Additional Detail button to display information on the discontinued reason as well as cross-referenced data. To protect the adoption information, only workers with authorized security can view this information.

To verify the status for the child added to the new Master Case containing the subsidized adoption program, navigate to the Person Detail for that child. The status PERMANENT displays adjacent to the Person Additional Detail button.

The screenshot shows the 'N-FOCUS - Person Detail' window. The title bar includes 'File', 'Actions', 'Detail', 'Goto', and 'Help'. The main area contains a 'Person Name' section with fields for First (JENNIFER), Middle (ANN), Last (BRIARHEARST), and Ext ([NONE]). Below this are fields for SSN (123-54-9889), Birth Date (05-01-2004), and Deceased Date. A 'Sex' section has radio buttons for Female (selected), Male, and Unknown. The 'Person Number' is 50987324. The 'Permanent' status is displayed next to a 'Person Additional Detail' button. On the right, an 'UPDATE' section lists buttons for Demographics..., Telephone..., Address..., Address History..., Program Cases..., Name History..., Lock-In..., School Attendance..., Tribal..., Person Verification..., and CHARTS Referral NCP... The bottom status bar shows 'N-FOCUS - Test Date', '0: 03-07-2005', and '16:42'.

TO DISCONTINUE A PERSON IN A GUARDIANSHIP OR DOMESTIC VIOLENCE

It will be at the discretion of the PSW when to discontinue a person for the reason of guardianship or domestic violence. The need to do so will likely be infrequent. After appropriate consultation with supervisory staff as needed, it is suggested that you contact N-FOCUS Production Support before discontinuing a person for either of the reasons, Guardianship or Domestic Violence.

NOTE: If a person was incorrectly discontinued or cross-referenced to an incorrect person, contact N-FOCUS Production Support.

TO DISCONTINUE A DUPLICATE PERSON

Review the steps outlined in the Mainframe and General Interest topic area.

ALERTS

PHYSICAL, DENTAL AND VISION EXAM REMINDER (NEW)

Workers assigned to a CFS case will now receive reminder alerts to complete yearly physical, dental and vision exams for state wards placed in out-of-home care. The alerts will display 60 days and 30 days before the one-year anniversary of the last exam date entered.

PHYSICAL WITHIN 14 DAYS OF CHILD'S REMOVAL (NEW)

Children placed in out-of-home care are required to have a physical within 14 days of being removed. When a removal is created, workers assigned to a CFS case will now receive a reminder alert to complete the physical exam for the child within 14 days.

CASE MAINTENANCE

PERSON DEMOGRAPHICS

Pregnancy Updates (TIP)

NOTE: It is **VERY** important to notify the SSW when you update the pregnancy, as there are various case actions the SSW must take. If the pregnancy was documented on the system via an Unborn, **DO NOT ADD** the child as a new person upon the birth of the child. Adding a new person creates a duplicate person on NFOCUS, disrupts person history, causes problems with the person's Medicaid number and can cause MMIS to reject legitimate medical claims.

When a child is born and the child already exists on NFOCUS as an unborn, use the following steps to update the pregnancy with the birth information:

1. From the Detail Master Case window, find the unborn's mother by scrolling to the right.

2. Highlight mom's row, and click on the person icon or double-click on the row. The Person Detail window will appear.

| First | MI | Ext | SSN | Birth Date | Household Status | Begin Date | Unborn's Mom | D |
|--------|----|-----|-------------|------------|------------------|------------|--------------|---|
| TINA | | | 342-91-6954 | 06-19-1955 | In HH | 02-01-2004 | | |
| TODD | | | 445-32-1987 | 02-24-1998 | In HH | 02-01-2004 | | |
| TOMMY | | | 341-19-6842 | 01-25-1952 | In HH | 02-01-2004 | | |
| UNBORN | | | - | - | In HH | 06-01-2004 | TINA | 0 |

| Program | Assistance | Case Name | St | Stat | Beg Dte | Program ID |
|----------|------------|-----------|-------|------|------------|------------|
| MEDICAID | | TANK | TOMMY | PD | 01-01-2005 | 50949583 |
| ADC/MED | | TANK | TINA | CL | 03-01-2005 | 35025547 |
| MEDICAID | | TANK | TOMMY | DE | 06-01-2004 | 4265642 |

Result: The Person Detail window displays. (Not pictured)

- Locate and click on the Demographics push button on the Person Detail window.

Result: The Person Demographic Data window displays.

- Click on the Update Pregnancy button.

Result: The Pregnancy window displays.

- Enter the date the birth date for the child in the End Date field.

- Select the Birth option in the End Reason field.

- Click on the OK button.

Result: The Unborn Information window displays.

- Enter the First Name, Middle as appropriate, and Sex in the fields provided.

- Click on the OK button.

- Save and Close from the Person Detail window.

CASE PLAN

CASE PLAN ONGOING STATUS (CHANGE)

CFS case plans in working or draft copy previously had the status of "Ongoing." This has been updated to "Draft" as is the case in other CFS functions.

CORRESPONDENCE

CHANGE OF PLACEMENT NOTICE (FIX)

A CFS change of placement notice may now be created when a child is placed with a parent. Previously, it was only possible to document changes to an out-of-home placement.

In addition, the space to enter the placement change reason has been expanded per the N-FOCUS User Group's request.

CHILD PLACEMENT HISTORY DOCUMENT (NEW)

A column has been added to the child placement history document to include the facility type of the placement.

COURT REPORT (FIX)

Detail Legal Action Window (CHANGE)

Several changes are apparent on the Detail Legal Action window.

Print Court Report options have been removed from the Actions menu items.

The Docket and Page Number fields are no longer a part of the Petition group box; they have been moved into the Participants list box.

N-FOCUS - Detail Legal Action

File Actions Detail Goto Help

Add Participant
Remove Participant
Tie Case Plan
New Hearing
Print Relinquishment of Child

| Name | Legal Status | Docket | Page |
|-------------|------------------|--------|------|
| MICKEY MOE | Parent/Caretaker | | |
| MONICA MOE | Parent/Caretaker | | |
| MARTIN MOE | Non-Ward | | |
| MARLENE MOE | Non-Ward | | |
| MARY MOE | HHS Ward | 356 | 25 |

UPDATE

Court...
Legal Agents...
Consultation Point...

Petition

Type: Abuse/Neglect

Adjudication Status: Adjudication Status Pending

Filing Request Date: 04-19-2004
Petition Filed Date: 04-19-2004
Adjudication Date: 04-21-2004
Disposition Date:

Hearing

Type: Admit or Deny
Date Scheduled: 04-29-2005
Time: 09:00 AM
Results: Pending
Date Held: 04-21-2004

N-FOCUS - Test Date
04-25-2005 11:47

A new Legal Action Person Involvement icon has been added that when selected results in the display of the Docket/Page Numbers pop-up window.

NOTE: A conversion was run to copy the existing docket and page number from the legal action to every participant in the legal action. Parents and non-wards may have docket and page numbers due to the conversion, but they will not print on the court report.

On this pop-up window, you can click on the check-box to Change (or populate) the Docket and Page Number for all Participants.

N-FOCUS - Docket/Page Numbers

Participant **MARY MOE**

Docket Number **356**

Page Number **25**

☒ **Change Docket and Page Number for all Participant(s)**

OK Cancel

Court Report Window (NEW)

Court Report will now have its own window. The Court Report window is accessed through the Court Report icon from the Detail Legal Action window.

N-FOCUS - Detail Legal Action

File Actions Detail Goto Help

Court Report (icon)

| Name | Legal Status | Docket | Page |
|-------------|------------------|--------|------|
| MICKEY MOE | Parent/Caretaker | 356 | 25 |
| MONICA MOE | Parent/Caretaker | 356 | 25 |
| MARTIN MOE | Non-Ward | 356 | 25 |
| MARLENE MOE | Non-Ward | 356 | 25 |
| MARY MOE | HHS Ward | 356 | 25 |

Petition

Filing Request Date **04-19-2004**

UPDATE
Court...
Legal Agents...
Consultation Point...

N-FOCUS - Court Report

File Actions Goto Detail Help

| Name | Legal Status | Do |
|-------------|------------------|-----|
| MICKEY MOE | Parent/Caretaker | 356 |
| MONICA MOE | Parent/Caretaker | 356 |
| MARTIN MOE | Non-Ward | 356 |
| MARLENE MOE | Non-Ward | 356 |
| MARY MOE | HHS Ward | 356 |

Case Workers

Case Manager
LILY ROSE

Supervisor
SUE SUE SINGER

Additional Workers

| Name | Title |
|---------------|-------|
| HANNAH HELPER | CASA |

ADD
Child Information...
Reasonable Efforts...
Aggr. Circumstances...
Parental Rights...
Select Case Narratives...

Add
Update
Remove

N-FOCUS - Test Date
04-25-2005 11:58

Child Information and Reasonable Efforts are mandatory for all wards.

Select Case Narratives push button allows you to control which narratives print on the court report.

Out select arrows allow you to change the case manager/supervisor when needed.

COURT REPORT - CHILD INFORMATION WINDOW (CHANGE)

Information has been arranged to better reflect the business flow.

N-FOCUS - Court Report - Child information

File Actions Goto Detail Help

CHANGES WILL BE APPLIED TO SELECTED PARTICIPANTS

Case Plan Progress

1) Custody of the child **remain with HHS** for appropriate care and placement.

2) The child's needs for safety, health, and well-being **are** being met.

3) **Some** services are being provided in compliance with the case plan.

Out of Home Care

4) Select, if appropriate:

☒ Removal from the home was necessary because continuation therein would have been contrary to the welfare of such child.

5) The placement out of the home **continues to be** necessary due to:

text as needed

6) **Poor** progress is being made to alleviate the causes of out-of-home placement.

OK Cancel

N-FOCUS - Test Date 04-25-2005 12:25

COURT REPORT - REASONABLE EFFORTS WINDOW (NEW)

N-FOCUS - Court Report - Reasonable Efforts

CHANGES WILL BE APPLIED TO SELECTED PARTICIPANTS

Select the appropriate option below regarding the court order removing the child:

☐ Reasonable/Active efforts have been made to preserve and reunify the family prior to the placement of the child in out-of-home care.

☐ Reasonable/Active efforts have been made to prevent or eliminate the need for removing the child from the child's home.

☒ Reasonable/Active efforts to preserve and reunify the family are not necessary because the parent of the juvenile has subjected the child to aggravated circumstances.

☐ Reasonable efforts are not necessary because on (text area) the court found reasonable efforts were not required.

Reasonable efforts (dropdown) been made to place the child in a permanent setting.

OK Cancel

NOTE: The Reasonable Efforts pushbutton has been removed from the Detail Legal Action window.

To Print the Court Report

Court Report will print from the Actions menu on the new Court Report window.

The information that you previously entered into the court report through the print court report dialog boxes will now be stored on the Court Report window.

SELECT CASE NARRATIVES

Workers may select which court report narratives to display in the court report from the list on the Court Report Select Narrative window.

When the court report is printed, words will no longer be divided incorrectly between pages, for example, tenants divided onto two lines as ten ants.

The word Honorable automatically prints on the court report next to a judge's name. Previously, if you mistakenly keyed in 'Honorable' when adding the judge's name in the court section of legal action, the court report would print 'Honorable Honorable' in front of the name. This will no longer happen.

Note: If you key-in 'Honerable' (as an example of the worded spelled incorrectly) the system will recognize word as a name and will print it.

Only the Adjudication from the current Legal Action will print on the court report. Only one adjudication will print on the court report.

INTAKE

INTAKE ENHANCEMENTS (NEW)

In keeping with the continued enhancement to Intake, the following changes have been made to CWIS intakes:

1. Narratives may now be added to intakes in closed or approved status.
2. A narrative section has been added to the Caller/Reporter Information dialog box.
3. The Priority Response Decision Tools dialog boxes have been enlarged.
4. When using the SAVE and NEXT function, data entered on the Records Check dialog box will not carry forward to the new intake.
5. The OK button will now enable if at least one record is checked **OR** a narrative is entered. Previously, the OK button would not enable without selecting at least one record.

LEGAL STATUS

PROGRAM PERSON INFORMATION WINDOW (CHANGE)

There has been a design change on the window: CFS Program Person Information. Previously, the Free for Adoption Date Free field had to be deleted when you added an Adoption Finalized Date. With this release, the Free for Adoption check box has been replaced with a Yes/No radio button.

The screenshot shows the 'N-FOCUS - CFS Program Person Information' window. The title bar includes 'File Actions Detail Goto Help'. The main area contains several sections: 'Program Case Person' with a 'Name' field containing 'GEORGE H DOE'; 'Legal' with a 'Status' dropdown set to 'HHS Ward' and a 'Date' field set to '11-17-2004'; 'Free for Adoption' with 'Yes' and 'No' radio buttons (Yes is selected) and a 'Date Free' field set to '01-02-2005'; 'County' dropdown set to 'Butler'; 'Military Status' dropdown set to '[NONE]'; and 'Religion' dropdown set to '[NONE]'. On the right side, there is a 'Legal History...' button and a list of buttons: 'Adoption', 'Birth Info...', 'Characteristics...', 'Medical', and 'Paternity'. The status bar at the bottom shows 'The date the child became free for adoption' on the left, and 'N-FOCUS - Test Date' followed by '03-08-2005' and '09:27' on the right.

When you enter a date to document a finalized adoption on the Adoption Information window, the Free for Adoption radio button will change to No and the system will not allow updates to the date field. (see below)

N-FOCUS - Adoption Information

Exchanges

State
Status Date

National
Status Date

☐ Photo Available ☐ Photo Shared ☐ Web Site

Current Adoption

Adoption Finalized Date

Previous Adoption

Previously Adopted Date

OK Cancel Help

N-FOCUS - CFS Program Person Information

File Actions Detail Goto Help

UPDATE

Program Case Person

Name GEORGE H DOE

Legal

Status Date

Free for Adoption

☐ Yes ☒ No Date Free

County

Military Status

Religion

Legal History...

* Adoption

Birth Info...

Characteristics...

Medical

Paternity

N-FOCUS - Test Date 05-08-2005 09:47

If the adoption finalized date were to be removed from the Date field on the Adoption Information window, the Free for Adoption radio button on the CFS Program Person Information window would update to 'Yes' **if the Date Free for adoption field had previously been entered.**

MEDICAL INFORMATION

ADD DENTAL EXAM, VISION EXAM, PSYCH EVALUATION DATES (NEW)

The Medical button on the CFS Program Person Information window allows you to access the Detail Medical window. It has been expanded to include dental and vision exam dates as well as the psychological evaluation dates.

This information has also been added to the Supervisory Review Report.

N-FOCUS - CFS Program Person Information

File Actions Detail Goto Help

N-FOCUS - Detail Medical

Date of Last Physical Date of Last Dental Exam

Date of Last Vision Exam Date of Last Psych Evaluation

☐ Allergies/Reactions Allergies/Reaction Desc

Physician
Dentist
Psychiatrist
Therapist

OK Cancel Help

Religion [NONE]

Medical
Paternity

EXPERT SYSTEM

BENEFIT SUMMARY

FOOD STAMP BENEFIT SUMMARY (NEW)

The Food Stamp budget benefit summary window will now display the amount of each PA grant rather than just the total PA grant amount. Double-click behind the Public Assistance Grant amount to view this detail.

BUDGETING

AABD/MED - BENEFIT SUMMARY, ELIGIBILITY SUMMARY (NEW)

A new window has been created to display detail for the AABD/MED Standard of Need. This window will display when the user is on the AABD/MED Benefit Summary or Eligibility Summary and they double-click on the Standard of Need (SON) line. The Detail Standard of Need window displays the pro-ration of the standard of need, actual board and room and application of the maximum.

ADC WITH SELF-EMPLOYMENT (FIX)

Currently, there can be a negative self-employment amount in the budget and, if a source of unearned income is added which causes the ADC/MED case to fail, it will go to TMA. This is not correct. The system will look for at least .01 earned income in the eligibility determination before considering TMA eligibility.

BUDGET PUSH FORWARD (FIX)

When Food Stamp and CWIS cases with failed budgets **or** a MED case with a failed participant who is not reconfigured into the budgetary unit as a financially responsible parent or spouse were processed for the current month, the system forced the worker to process current month plus two, instead of stopping at current month plus one. This has been fixed, and the system will only push ahead to the current month plus one for these scenarios.

CALCULATE INCOME WINDOW, MONTHLY AVERAGE AMOUNT (NEW)

There is a new calculate method available when the Calculate window appears. The new calculate method is "Monthly Average Amount." If this calculate method is selected, the system will allow the worker to select weekly or biweekly pay stubs, then the system will total the weekly or biweekly amounts for each month, based on the received date of the pay, and divide by the number of months selected. This calculation method would be appropriate for TMA MED budgeting.

FEDERAL POVERTY LEVELS (NEW)

The new Federal Poverty Levels (FPL) for AABD/OMB, SEMAC, EMAC, MAC, and SAM will be in the N-FOCUS system effective March 14, 2005. The change will be effective for any budget run for the benefit month of 02/05 or later.

FSP - GUARDIAN/CONSERVATOR FEE COUNTING AS EXPENSE (FIX)

Guardian/Conservator fees entered for AABD program cases were counting as Food Stamp medical deductions in error. They will no longer count as deductions for Food Stamps.

FSP - SIX-MONTH REPORTING CATEGORY WARNING MESSAGE (NEW)

A warning window will now appear if the six-month category is selected, but the certification period does not equal six months.

Click on **Cancel**
to correct the
certification
period dates if
needed. Clicking
on OK will push
you forward
without providing
the opportunity
to correct the
certification
period.



FSP - TRANSITIONAL BENEFIT REPORTING CATEGORY WITH MULTIPLE ACTIVE ACCOUNTS RECEIVABLE (FIX)

When a Food Stamp case is in TBR and there is more than one accounts receivable attached to the case, when the first AR is paid in full, the other accounts receivable will now recoup. **The worker must authorize a new budget to activate the second accounts receivable to recoup.**

FSP - TRANSITIONAL BENEFIT REPORTING CATEGORY WITH AABD GRANT (FIX)

Some TBR budgets were counting a single AABD grant twice. The AABD grant will no longer be doubled.

MED - BENEFIT SUMMARY, ELIGIBILITY SUMMARY (NEW)

There is a new detail window on MED Benefit Summary and Eligibility Summary. Double-click on the Resource Limit line on the Benefit Summary or Eligibility Summary window. The Resource Limit Detail window will display the resources used in calculating the resources for this MED program case(s). The window will also display any excluded resources and the reason for the exclusion.

MED - EARNED INCOME DISREGARD (FIX)

If earned income is owned by an eligible unit member with a TMA category and their income is used in determining eligibility in an AABD, ADC or CMAP-related budgetary unit, we will allow the \$100 earned income disregard in these budgets. This only affects the AABD, ADC or CMAP-related budget.

MED RESOURCES (FIX)

There have been problems with the way N-FOCUS splits resources when there are multiple program cases. The system has been fixed so that resources will be applied to the units correctly. If all AABD/OMB, and CMAP budgets fail, the system will use the AABD/MN, and ADC/MN resources limits for the unit sizes.

MED - UNEARNED INCOME DISREGARD REMAINDER (FIX)

When there is no countable unearned income or less than \$20 in countable unearned income, budgeting will allow the Unearned Income Disregard Remainder against the financially responsible individual's earned income.

MED - UNIT SET UP (CHANGE)

There have been some changes to N-FOCUS regarding the financial responsibility of unmarried parents of children in common and the income that is counted in each Medicaid budgetary unit. A policy memo is forthcoming or may have already been received. Previously, N-FOCUS determined that if the household consisted of unmarried parents with children in common and Medicaid was requested for the children in common, all persons would be budgeted together regardless of the marital status of the parents. N-FOCUS will now look at marital status to determine the correct income for each unit. Please refer to the Economic Assistance Unit's "N-FOCUS Release March 2005 Med Policy Clarifications" memo for detailed information regarding the budgeting of unmarried parents with children in common.

NOTE: Paternity of an unborn cannot be established without a signed and notarized paternity acknowledgement. If you do not have a signed and notarized paternity acknowledgement, the alleged father's relationship to the unborn should be set to non-relative to allow N-FOCUS to apply the appropriate budgeting rules.

EXAMPLE 1

Two-parent household, mom disabled, two children, one child in common

Budget Authorization window displays all categories in this Medicaid case:

Household consists of AABD/OMB mom, ADC/MN dad, MAC child of mom, and EMAC child in common. All household members have requested Medicaid. Mom and dad are not married.

| Budget Authorization | | Benefit Month: 3-2005 | | | | |
|----------------------|-------------------|-----------------------|---------------------|--------|-------|-------|
| New Budgets: | | | | | | |
| Pgm Case | Program Case Name | | Program Case Number | | | |
| | Asst/Cat | Type | Eligible | Amount | UP/OP | Ovrd. |
| MEDICAID | LONGETA | TIFFANY | 74695747 | | | |
| * | AABD/OMB | Regular | Pass | 0.00 | | |
| * | EMAC | Regular | Pass | 0.00 | | |
| * | MAC | Regular | Pass | 0.00 | | |
| * | MN | Regular | Pass | 0.00 | | |

Double click behind unit size to display the AABD Non-financial case detail:

| MEDICAID AABD/OMB Non Financial Case Detail for 03/2005 | | | | | | |
|---|------|-------------|--------------------|------------|-----|--|
| PERSON(S) WHOSE ELIGIBILITY IS BEING DETERMINED IN THIS BUDGET UNIT. | | | | | | |
| Name | Role | MED Cat | Lvng Arrgt | St | Rsn | |
| LONGETA TIFFANY | PA | AABD/OMB AD | Apartment or House | PE | | |
| PERSON(S) DETERMINED NOT ELIGIBLE IN THIS BUDGET UNIT. | | | | | | |
| None | | | | | | |
| PERSON(S) WHOSE INCOME/RESOURCES AND NEEDS ARE INCLUDED IN THE BUDGET UNIT. | | | | | | |
| None | | | | | | |
| PERSON(S) WHOSE RESOURCES AND NEEDS ARE INCLUDED IN THE BUDGET UNIT. | | | | | | |
| None | | | | | | |
| PERSON(S) WHOSE NEEDS ARE INCLUDED IN THE BUDGET UNIT. | | | | | | |
| Name | Role | FR Rsn | St | Status Rsn | | |
| LONGETA THEA | PA | | PE | | | |
| NANOT RILEY | PA | | PE | | | |

Mom's AABD budget:

Mom's AABD budget will only include her own income (RSDI \$600/month) and will have a unit size of 3 (mom, child in common, child of mom).

| Benefit Summary | | Begin Date: 3-2005 | |
|-------------------------|---------|--------------------------|------------------|
| LONGETA, TIFFANY | | MEDICAID | AABD/OMB Regular |
| Resource Total | 0.00 | Unit Size | 3 |
| Resource Limit | 4000.00 | Total Net Countable Inc | 580.00 |
| Unearned Income | 600.00 | Medical Disregards | 0.00 |
| Unearned Inc Disregard | 20.00 | Total Adjusted Income | 580.00 |
| Net Unearned Income | 580.00 | Medical Income Level | 1341.00 |
| Earned Income | 0.00 | Share of Cost | 0.00 |
| Earned Income Disregard | 0.00 | Adjusted Share of Cost | 0.00 |
| Child Care | 0.00 | Additional Excess Income | 0.00 |
| Net Earned Income | 0.00 | Private Pay Days | 0 |
| | | Creation Date | 02-24-2005 |
| Resource Test: | Pass | | |
| Income Test: | Pass | | |

Dad's ADC/MN budget:

Dad's ADC/MN budget will only include his own income (earnings \$112/month) and will have a unit size of 2 (dad and child in common).

| Benefit Summary | | Begin Date: 3-2005 | |
|-------------------------|---------|--------------------------|------------|
| LONGETA, TIFFANY | | MEDICAID | Regular |
| Resource Total | 0.00 | Unit Size | 2 |
| Resource Limit | 4000.00 | Total Net Countable Inc | 12.88 |
| Unearned Income | 0.00 | Medical Disregards | 0.00 |
| Unearned Inc Disregard | 0.00 | Total Adjusted Income | 12.88 |
| Net Unearned Income | 0.00 | Medical Income Level | 392.00 |
| Earned Income | 112.88 | Share of Cost | 0.00 |
| Earned Income Disregard | 100.00 | Adjusted Share of Cost | 0.00 |
| Child Care | 0.00 | Additional Excess Income | 0.00 |
| Net Earned Income | 12.88 | Private Pay Days | 0 |
| Resource Test: | Pass | Creation Date | 02-24-2005 |
| Income Test: | Pass | | |

Double-click behind unit size to display the ADC/MN Non Financial Case Detail:

| MEDICAID MN Non Financial Case Detail for 03/2005 | | | | | | |
|---|------|-------------|--------------------|--------|-----|--|
| PERSON(S) WHOSE ELIGIBILITY IS BEING DETERMINED IN THIS BUDGET UNIT. | | | | | | |
| Name | Role | MED Cat | Lvng Arrgt | St | Rsn | |
| NANOT MARK | PA | ADC/MN-Unem | Apartment or House | AC | | |
| PERSON(S) DETERMINED NOT ELIGIBLE IN THIS BUDGET UNIT. | | | | | | |
| None | | | | | | |
| PERSON(S) WHOSE INCOME/RESOURCES AND NEEDS ARE INCLUDED IN THE BUDGET UNIT. | | | | | | |
| None | | | | | | |
| PERSON(S) WHOSE RESOURCES AND NEEDS ARE INCLUDED IN THE BUDGET UNIT. | | | | | | |
| None | | | | | | |
| PERSON(S) WHOSE NEEDS ARE INCLUDED IN THE BUDGET UNIT. | | | | | | |
| Name | Role | FR Rsn | St | Status | Rsn | |
| NANOT RILEY | PA | | PE | | | |

MAC child's budget:

The MAC child's budget will only include the income of mom and the MAC child (RSDI \$125/month). The unit size on the budget is 3 (mom, child in common, MAC child).

| Benefit Summary | | Begin Date: 3-2005 | |
|-------------------------|--------|--------------------------|------------|
| LONGETA, TIFFANY | | MEDICAID | Regular |
| Resource Total | 0.00 | Unit Size | 3 |
| Resource Limit | 0.00 | Total Net Countable Inc | 705.00 |
| Unearned Income | 725.00 | Medical Disregards | 0.00 |
| Unearned Inc Disregard | 20.00 | Total Adjusted Income | 705.00 |
| Net Unearned Income | 705.00 | Medical Income Level | 1784.00 |
| Earned Income | 0.00 | Share of Cost | 0.00 |
| Earned Income Disregard | 0.00 | Adjusted Share of Cost | 0.00 |
| Child Care | 0.00 | Additional Excess Income | 0.00 |
| Net Earned Income | 0.00 | Private Pay Days | 0 |
| Resource Test: | Exempt | Creation Date | 02-24-2005 |
| Income Test: | Pass | | |

EMAC child's budget:

The EMAC child's budget will include the income of mom, dad, and the EMAC child (RSDI \$125/month). The unit size of the EMAC child's budget is 4 (mom, dad, child in common, child of mom).

| Benefit Summary | | Begin Date: 3-2005 | |
|-------------------------|--------|--------------------------|--------------|
| LONGETA, TIFFANY | | MEDICAID | EMAC Regular |
| Resource Total | 0.00 | Unit Size | 4 |
| Resource Limit | 0.00 | Total Net Countable Inc | 717.88 |
| Unearned Income | 725.00 | Medical Disregards | 0.00 |
| Unearned Inc Disregard | 20.00 | Total Adjusted Income | 717.88 |
| Net Unearned Income | 705.00 | Medical Income Level | 2420.00 |
| Earned Income | 112.88 | Share of Cost | 0.00 |
| Earned Income Disregard | 100.00 | Adjusted Share of Cost | 0.00 |
| Child Care | 0.00 | Additional Excess Income | 0.00 |
| Net Earned Income | 12.88 | Private Pay Days | 0 |
| Resource Test: | Exempt | Creation Date | 02-24-2005 |
| Income Test: | Pass | | |

EXAMPLE 2

Two-parent household, two children, one child in common

Mom and Dad's ADC/MN budget:

Household consists of ADC/MN mom, ADC/MN dad, SAM child of mom, EMAC child in common. All household members have requested Medicaid. Mom and dad are not married.

| Benefit Summary | | Begin Date: 4-2005 | |
|-------------------------|---------|--------------------------|------------|
| TANK, TOMMY | | MEDICAID | MN Regular |
| Resource Total | 0.00 | Unit Size | 4 |
| Resource Limit | 6000.00 | Total Net Countable Inc | 170.88 |
| Unearned Income | 0.00 | Medical Disregards | 0.00 |
| Unearned Inc Disregard | 0.00 | Total Adjusted Income | 170.88 |
| Net Unearned Income | 0.00 | Medical Income Level | 584.00 |
| Earned Income | 370.88 | Share of Cost | 0.00 |
| Earned Income Disregard | 200.00 | Adjusted Share of Cost | 0.00 |
| Child Care | 0.00 | Additional Excess Income | 0.00 |
| Net Earned Income | 170.88 | Private Pay Days | 0 |
| Resource Test: | Pass | Creation Date | 03-14-2005 |
| Income Test: | Pass | | |

Double-click behind unit size to view the ADC/MN Non Financial Case Detail:

| MEDICAID MN Non Financial Case Detail for 04/2005 | | | | | | |
|---|------|-------------|--------------------|--------|-----|--|
| PERSON(S) WHOSE ELIGIBILITY IS BEING DETERMINED IN THIS BUDGET UNIT. | | | | | | |
| Name | Role | MED Cat | Lvng Arrgt | St | Rsn | |
| TANK TOMMY | PA | ADC/MN-Unem | Apartment or House | PD | | |
| TANK TINA | PA | ADC/MN-Unem | Apartment or House | PE | | |
| PERSON(S) DETERMINED NOT ELIGIBLE IN THIS BUDGET UNIT. | | | | | | |
| None | | | | | | |
| PERSON(S) WHOSE INCOME/RESOURCES AND NEEDS ARE INCLUDED IN THE BUDGET UNIT. | | | | | | |
| None | | | | | | |
| PERSON(S) WHOSE RESOURCES AND NEEDS ARE INCLUDED IN THE BUDGET UNIT. | | | | | | |
| None | | | | | | |
| PERSON(S) WHOSE NEEDS ARE INCLUDED IN THE BUDGET UNIT. | | | | | | |
| Name | Role | FR Rsn | St | Status | Rsn | |
| TANK TODD | PA | | PE | | | |
| TANK TRISTA | PA | | PE | | | |

Because mom and dad are in the same budgetary unit, both of their incomes will count on the ADC/MN budget. Mom is employed part time and earns \$112.88 per month. Dad is also employed part time and earns \$258 per month. (Mom and dad have declined grant due to not wanting to participate with EF). Their budget has a unit size of 4 (mom, dad, child in common, and child of mom).

The budget for the EMAC child in common will include the income of mom, dad and the EMAC child. The unit size is 4 (mom, dad, EMAC child, SAM child).

The SAM child's budget will include the income of Mom and SAM child. This SAM budget has a unit size of 3 (mom, SAM child, EMAC child).

EXAMPLE 3

Two-parent household, one parent requests Medicaid, two children, one in common

Household consists of dad, AABD/OMB mom, EMAC child in common, and MAC child of mom. Dad is NOT requesting Medicaid. Mom's AABD/OMB budget will include only mom's income and will have a unit size of 3 (mom, EMAC child, and MAC child). The budget for the EMAC child in common will include income of mom, dad, and the EMAC child. The EMAC budget has a unit size of 4 (mom, dad, EMAC child, MAC child).

EXAMPLE 4

Two-parent household, no parental Medicaid request, two children, one in common

Household consists of mom, dad, MAC child in common and SAM child of mom. Medicaid has been requested for the children only. The MAC child's budget will include the income of mom, dad, and the MAC child. The MAC budget unit size is 4 (mom, dad, MAC child, SAM child). The SAM child's budget will include the income of mom and SAM child and will have a unit size of 3 (mom, MAC child, SAM child).

No changes have been made for cases involving non-parent caretaker cases (e.g. aunt and children).

MIWD - TEST A AND TEST B (FIX)

Two issues with MIWD budgeting have been fixed. The first issue deals with Income Test A. The ADC-related earned income disregards were not being displayed. This has been fixed.

The second issue was on the MIWD Test B. The Earned Income Disregard Amount for the AABD-related disregards was incorrect on the Earned Income Disregard Detail window. This has been fixed.

MNIL LEVEL FOR DISABLED PARENTS WITH CMAP CHILDREN (CHANGE)

There has been a change in how the MNIL is determined for an MN budget if the unit consists of a disabled parent and CMAP children when the disabled parent fails at the FPL level, but the children pass their FPL levels.

N-FOCUS previously determined the MNIL for the disabled parent using the corresponding level for the household size.

Example: If the unit consisted of disabled dad and three kids, the MNIL was \$584. The system will now create an ADC-related MNIL for the children's needs (\$492) plus dad's AABD/MN (\$392) for an MNIL level for dad of \$884.

| Budget Authorization | | Benefit Month: 4-2005 | | | | |
|----------------------|-------------------|-----------------------|---------------------|--------|-------|-------|
| New Budgets: | | | | | | |
| Pgm Case | Program Case Name | | Program Case Number | | | |
| | Asst/Cat | Type | Eligible | Amount | UP/OP | Ovrd. |
| MEDICAID | SEACREST | RYAN | 19262109 | | | |
| *r | AABD/OMB | Regular | Fail | 0.00 | | |
| * | MAC | Regular | Pass | 0.00 | | |
| * | MN | Regular | Pass | 0.00 | | |

| Benefit Summary | | Begin Date: 4-2005 | | | | |
|------------------------|--|--------------------|-------------------------|---------|--|-----|
| SEACREST, RYAN | | MEDICAID | MN | Regular | | |
| Resource Total | | 137.50 | Unit Size | | | |
| Resource Limit | | 4000.00 | | | | |
| Unearned Income | | 1650.00 | Total Net Countable Inc | | | 163 |
| Unearned Inc Disregard | | 20.00 | Medical Disregards | | | |
| Net Unearned Income | | 1630.00 | Total Adjusted Income | | | 163 |
| | | | Medical Income Level | | | 88 |

| MEDICAID MN Medical Income Level Detail for 04/2005 | | |
|---|-----------------|--------|
| Budget Category | Med Unit Size | MNIL |
| AABD/MN | 1 | 392.00 |
| SEACREST, RYAN | Eligible Member | |
| ADC/MN | 3 | 492.00 |
| LEWIS, JOHN | Need Only Membe | |
| SEACREST, GEORGE | Need Only Membe | |
| SEACREST, LATOYA | Need Only Membe | |
| Total MNIL | | 884.00 |

TMA GRANT WHEN ADC ALREADY ISSUED (FIX)

If a recalculated ADC/MED budget fails and goes to TMA, the system will compare the TMA-G amount to the already issued ADC grant amount(s) for the month. If the TMA-G amount is greater than the already-issued amount of ADC; the system will subtract the issued ADC payment(s) from the TMA-G amount and the difference will be the amount of the TMA-G payment.

TMA GRANT OVERRIDE (FIX)

Previously, when the TMA-G grant amount was overridden, a message appeared that said you are overriding an amount that is greater than the payment standard of \$0.00 for the unit size. This message will no longer appear.

CASE MAINTENANCE

CASE/PARTICIPANT ACTIONS (NEW)

Two additional closing reasons have been added to both case actions and participant actions in the case maintenance task. The first new reason closed is Over Income. This is a valid closing reason for AABD, ADC and FS. The second new reason closed is Share of Cost Exceeds Need. This is a valid closing reason for MED cases with a share of cost.

CLOSE PARTICIPANT ACTIONS (TIP)

When closing a participant out of a program case, configuration and budgeting are placed back on the To Do List. Configuration must be run to set the non-participant roles. Budgets then need to be run through the come-up month to determine if participants remain eligible for programs.

For AABD/MED, ADC/MED and MED, the system establishes non-participant roles based on the age and marital status of the participants, family relationships of participants to

other Master Case persons, and the Household Status of 'In Household' for the other Master Case persons.

For FSP Configuration, the system establishes non-participant roles based on the existence of a participant in denied/closed status with certain ineligibility or sanction-related status reasons in the selected benefit month. In order for the program rules to process correctly, the person must be registered into the program case and closed with one of the following sanctioned reasons:

- Ineligible Alien
- Ineligible ABAWD
- Ineligible Student
- Buying Firearms
- Controlled Substance #1 and #2
- Drug Felony
- Fleeing Felon
- IPV #1, #2, and #3
- Misrepresenting Identity
- Misrepresenting Residency
- SSN
- Drug Trafficking
- Work Requirement
- Work-fare Noncompliance

Follow these steps to close a participant out of a program case:

1. Select the Participant Actions task (in the Expert System under the Case Maintenance task).
2. Select the benefit month you want this change to be effective.
3. Click on the Close pushbutton.
4. Highlight the participant you are closing, as well as the program case and select the closing reason using the Closure Reason drop-down.
5. Select OK.
6. Run configuration.
7. Select budgeting for the month the participant was closed and process the budgets through the come-up month.

DEPENDENT FAMILY MEMBER (FIX)

Previously, when a person was given a role of Dependent Family Member in a MED case, they could not be added to another program case, such as Food Stamps. The person did not display on the list as a person available for the "Add" action. This has been fixed.

CORRESPONDENCE

ADC APPROVAL NOTICE UPDATED (FIX)

New language has been added to ADC/MED grant approval notices. The new language reads: "Based on your eligibility for ADC, you may be eligible for participation in the Employment First Program. If you are eligible for the Employment First Program, supportive services will be available to assist you."

FOOD STAMP CLOSING NOTICE (NEW)

When a Food Stamp household size of three closes due to the case being eligible but not entitled to benefits, the closing reason on the notice has been changed to read "income exceeds needs." The previous notice reason read "see reason in comments section."

MANUAL REFERENCE IN NOTICES (FIX)

If the reason closed in either case actions or participant actions is TMA Eligibility Ended, the manual reference that will print on the notice has been changed to read 468 NAC 4-001.01A2ff.

RESOURCE TASK**SPECIAL NEEDS TRUST AS A RESOURCE (TIP)**

If an individual's trust fund has been verified by Central Office as a Special Needs Trust, this resource should be entered as a Trust Fund with an exclusion reason of Special Needs Trust Fund - AABD, ADC, MED. If a trust fund is entered with an exclusion reason of Special Needs Trust - AABD, ADC, MED, budgeting will exclude it from the resource test, but the user will be able to keep track of the resource on the system.

Please refer to the Economic Assistance Unit's "AABD Special Needs Trust in N-FOCUS" policy memo for detailed information regarding the proper handling of Special Needs Trusts.

SELF-EMPLOYMENT**UPDATING THE SELF-EMPLOYMENT TAX RETURN (TIP)**

Now that it is tax time, you will be updating self-employment income with new tax return information. To update an existing business with the latest tax year information:

1. Select the Business line on the Self-employment window and click on the Update button.

Result: The Update SE Tax Return window will display.

| LAST NAME | FIRST NAME | DOB | AGE | NUMBER |
|------------|------------------|----------|-------------|------------|
| Type | Business | Tax Year | Pct Counted | Start Date |
| GARRETTA | ROBERT | 10-1925 | 79 | 23930717 |
| Tax Return | Robert's Amus... | 2003 | 100.00 | 03-01-2004 |

2. Click on the Add button (you are adding a new tax year).

Result: The Add SE Income From Tax Return window will display.

| Tax Year | First Month Counted | Last Month Counted | Number of Months Reflects | Percent Counted |
|----------|---------------------|--------------------|---------------------------|-----------------|
| 2003 | 03-01-2004 | | 12 | 100.00 |

3. Enter the new tax year (2004) and enter the first month that this new tax year information should be counted in the budget. DO NOT enter an end date unless the person is no longer engaged in that business.

4. Enter data on the appropriate schedule tab that the client has filed along with their 1040 form and select OK to return to the Update SE Tax Return window. Select OK again to return to the Self-employment income window list.

The self-employment tax return task is designed to take all data from federal tax returns that is necessary to compute Public Assistance (ADC, AABD, and Medicaid), Food Stamp, Former Ward and Independent Living program budgets. Workers should enter the amounts on each schedule tab from their corresponding line on the client's federal tax return schedules.

Budgeting will determine the different policy rules applied for each type of program's budget. Check the budget summary for each particular program case against various policy rules to verify that the data is correct. You may also check against the SE 1 document in the Forms Manual for PA budgets and the Self-employment Income Guide (using IRS tax forms) in the FSP Best Practices Log for Food Stamp budgets.

TAX RETURN SCHEDULE 8829 CHANGE (NEW)

The tax return schedule 8829 Line 28 had been changed to Line 31 effective with the 2004 Tax Year. This change has been implemented on N-FOCUS.